

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT (DRAFT)				1. CONTRACT ID CODE		Page 1 of 1	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 12/20/2004		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Office of Procurement 359 Ford Bldg. Washington, DC 20515				7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)				(X)		9A. AMENDMENT OF SOLICITATION NO. OPR05000082	
				(X)		9B. DATED (SEE ITEM 11) 11/24/2004	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF
CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Delete certain (Project Manager) CLINS, Delete Clause K.3 HC.11.003 Insurance Information, Delete requirement for Bonds, Provide answers to questions submitted to date and discussed at Pre-Proposal Conference (PPC) on 12/17/04, Provide Roster of PPC Registrations, Provide Revised Section B Pricing Table in editable form for convenience in preparing proposals. See three Attachments.

The following CLINs are hereby deleted: 1011B02, B10, B18, B26; 1012B02, B10, B18, B26; 1013B02, B10, B18, B26; 1021B02, B10, B18, B26; 1022B02, B10, B18, B26; 1023B02, B10, B18, B26.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) William L. Dellar	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. U.S. HOUSE OF REPRESENTATIVES BY _____	16C. DATE SIGNED 12/20/2004
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

LABOR PRICING SCHEDULE**Labor Categories/Descriptions**For additional requirements see Project Manual Section: **270000**Period of Performance: **Base and Optional Extensions** Shift: **All shifts including time designated Non-Standard**

Labor Classification¹	Labor Category	Certifications	Experience	Responsibilities	Required Proficiencies
Class A	Principal		10+ years project-related experience including at least 5 years experience managing multiple projects and staff of comparable scope to the effort proposed	Serves as the company's primary operational contact on large-scale contracts to ensure that the client's needs are met in a timely manner. Plans, manages, supervises, and may participate technically in all projects within the regional office. Typically supervises project manager and staff. Has authority for unsupervised technical and financial decision and action.	Utilize MS Office products, including MS Project; internet, e-mail
Class B	Project Manager	BICSI RCDD certification in good standing required and be certified SYSTIMAX	9+ years of project-related experience including at least 2 years experience managing one or more projects and staff of comparable scope to the effort proposed	Plans, administers, directs, supervises, and usually participates technically in project(s) to assure that the technical, administrative, employee-hours, and schedule targets are met to the satisfaction of the client within the framework of established corporate policy and in accordance with applicable professional standards, design control procedures, and corporate operating procedures. Typically supervises one or more technical managers or superintendents and staff. Has limited authority for unsupervised technical and financial decision and action.	Utilize MS Office products, including MS Project; internet, e-mail; utilizing all provided test equipment and PC-based test result software; fusion splicing equipment; required installation and termination
Class C	Site Foreman/ Superintendent	Achievements at and beyond BICSI Technician Level certification and be certified SYSTIMAX	6+ years of project-related experience including at least 1 year experience supervising installation and staff of comparable scope to the effort proposed	Supervises, coordinates, and provides technical support for varied tasks under minimum supervision. May train mid-level or junior personnel. May supervise multiple technicians. Has some latitude for unsupervised decision and action.	Some utilization of MS Office products; internet, e-mail; utilize all provided test equipment and PC-based test result software; fusion splicing equipment; required installation and termination

Class C	Lead Technician	BICSI Technician Level certification required	5+ years of project-related installation experience	Works independently on and provides technical support for varied tasks under minimum supervision. May train mid-level or junior personnel. Has limited supervisory role, and may coordinate the work of junior. Has some latitude for unsupervised decision and action.	Utilize all provided test equipment and PC-based test result software; fusion splicing equipment; required installation and termination
	Installer, Level 2	BICSI Installer Level 2 certification	2-5 years of project-related installation experience	Works independently on and provides technical support for varied tasks under minimum supervision. May train mid-level or junior personnel. Has no supervisory role, but may coordinate the work of junior. Has some latitude for unsupervised decision and action.	Utilize all provided test equipment and PC-based test result software; required installation and termination
	Installer, Level 1	BICSI Installer Level 1 certification	6 mo – 2 years of project-related installation experience	Performs assigned tasks that are varied and may be somewhat difficult in character but usually involve limited responsibility on projects. Has no supervisory responsibility but coordinates work with other personnel.	Required installation and termination
Class D	Helper	None	0 – 6 months of project-related installation experience	Performs assigned tasks working under immediate supervision and using established procedures on projects. Work is typically routine in nature, and instructions are detailed. Has no supervisory responsibility.	Aid in installation as required
	CADD Operator	Associates degree or certificate from technical/vocational institution in Design Drafting preferred	2+ years in the production of CAD documentation	Works independently on and provides technical support for varied tasks under minimum supervision. May train junior personnel. Has limited supervisory role, and may coordinate the work of junior. Has some latitude for unsupervised decision and action.	Utilize Bentley Microstation J, MS Office products; internet, e-mail

Note:

1. The following requirements must be met for consideration of RFP Response:
 - A. Class A and D - No requirements other than those stated above
 - B. Class B – Must possess a valid RCDD Certification, as well as the requirements stated above
 - C. Class C – Unless stated otherwise, of all Class C employees to be utilized for this project,
 - 1) 75% of personnel must be BICSI certified as stated above.
 - 2) 50% of personnel Installer Level 2 and above must be SYSTIMAX certified.
2. In all RFP Responses, please provide detailed resumes for each Labor Category required. Also include photocopies of pertinent certifications or verifiable certification ID numbers.

B.1.1 - LABOR PRICING SCHEDULE**Schedule B.1.1.1 - Cabling Installation & Maintenance, Primary Vendor (Facility Provided)**

Completion of B.1.1 Labor Pricing Schedules shall constitute the Offeror's price proposal.

For requirements, reference Definitions of Labor Categories

Period of Performance: **Base (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1011B01	Principal	\$
1011B03	Site Foreman/Superintendent	\$
1011B04	Lead Technician	\$
1011B05	Installer Level 2	\$
1011B06	Installer Level 1	\$
1011B07	Helper	\$
1011B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1011B09	Principal	\$
1011B11	Site Foreman/Superintendent	\$
1011B12	Lead Technician	\$
1011B13	Installer Level 2	\$
1011B14	Installer Level 1	\$
1011B15	Helper	\$
1011B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1011B17	Principal	\$
1011B19	Site Foreman/Superintendent	\$
1011B20	Lead Technician	\$
1011B21	Installer Level 2	\$
1011B22	Installer Level 1	\$
1011B23	Helper	\$
1011B24	CADD Operator	\$
	Non-Standard Time	
1011B25	Principal	\$
1011B27	Site Foreman/Superintendent	\$
1011B28	Lead Technician	\$
1011B29	Installer Level 2	\$
1011B30	Installer Level 1	\$
1011B31	Helper	\$
1011B32	CADD Operator	\$

B.1.1 - LABOR PRICING SCHEDULE**Schedule B.1.1.2 - Cabling Installation & Maintenance, Primary Vendor (Facility Provided)**

For requirements, reference Definitions of Labor Categories

Period of Performance: **Option 1 (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1012B01	Principal	\$
1012B03	Site Foreman/Superintendent	\$
1012B04	Lead Technician	\$
1012B05	Installer Level 2	\$
1012B06	Installer Level 1	\$
1012B07	Helper	\$
1012B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1012B09	Principal	\$
1012B11	Site Foreman/Superintendent	\$
1012B12	Lead Technician	\$
1012B13	Installer Level 2	\$
1012B14	Installer Level 1	\$
1012B15	Helper	\$
1012B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1012B17	Principal	\$
1012B19	Site Foreman/Superintendent	\$
1012B20	Lead Technician	\$
1012B21	Installer Level 2	\$
1012B22	Installer Level 1	\$
1012B23	Helper	\$
1012B24	CADD Operator	\$
	Non-Standard Time	
1012B25	Principal	\$
1012B27	Site Foreman/Superintendent	\$
1012B28	Lead Technician	\$
1012B29	Installer Level 2	\$
1012B30	Installer Level 1	\$
1012B31	Helper	\$
1012B32	CADD Operator	\$

B.1.1 - LABOR PRICING SCHEDULE**Schedule B.1.1.3 - Cabling Installation & Maintenance, Primary Vendor (Facility Provided)**

For requirements, reference Definitions of Labor Categories

Period of Performance: **Option 2 (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1013B01	Principal	\$
1013B03	Site Foreman/Superintendent	\$
1013B04	Lead Technician	\$
1013B05	Installer Level 2	\$
1013B06	Installer Level 1	\$
1013B07	Helper	\$
1013B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1013B09	Principal	\$
1013B11	Site Foreman/Superintendent	\$
1013B12	Lead Technician	\$
1013B13	Installer Level 2	\$
1013B14	Installer Level 1	\$
1013B15	Helper	\$
1013B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1013B17	Principal	\$
1013B19	Site Foreman/Superintendent	\$
1013B20	Lead Technician	\$
1013B21	Installer Level 2	\$
1013B22	Installer Level 1	\$
1013B23	Helper	\$
1013B24	CADD Operator	\$
	Non-Standard Time	
1013B25	Principal	\$
1013B27	Site Foreman/Superintendent	\$
1013B28	Lead Technician	\$
1013B29	Installer Level 2	\$
1013B30	Installer Level 1	\$
1013B31	Helper	\$
1013B32	CADD Operator	\$

B.1.2 - LABOR PRICING SCHEDULE**Schedule B.1.2.1 - Cabling Installation & Maintenance, Primary Vendor (Facility Not Provided)**

Completion of B.1.2 Labor Pricing Schedules shall constitute the Offeror's price proposal.

For requirements, reference Definitions of Labor Categories

Period of Performance: **Base (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1021B01	Principal	\$
1021B03	Site Foreman/Superintendent	\$
1021B04	Lead Technician	\$
1021B05	Installer Level 2	\$
1021B06	Installer Level 1	\$
1021B07	Helper	\$
1021B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1021B09	Principal	\$
1021B11	Site Foreman/Superintendent	\$
1021B12	Lead Technician	\$
1021B13	Installer Level 2	\$
1021B14	Installer Level 1	\$
1021B15	Helper	\$
1021B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1021B17	Principal	\$
1021B19	Site Foreman/Superintendent	\$
1021B20	Lead Technician	\$
1021B21	Installer Level 2	\$
1021B22	Installer Level 1	\$
1021B23	Helper	\$
1021B24	CADD Operator	\$
	Non-Standard Time	
1021B25	Principal	\$
1021B27	Site Foreman/Superintendent	\$
1021B28	Lead Technician	\$
1021B29	Installer Level 2	\$
1021B30	Installer Level 1	\$
1021B31	Helper	\$
1021B32	CADD Operator	\$

B.1.2 - LABOR PRICING SCHEDULE**Schedule B.1.2.2 - Cabling Installation & Maintenance, Primary Vendor (Facility Not Provided)**

For requirements, reference Definitions of Labor Categories

Period of Performance: **Option 1 (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1022B01	Principal	\$
1022B03	Site Foreman/Superintendent	\$
1022B04	Lead Technician	\$
1022B05	Installer Level 2	\$
1022B06	Installer Level 1	\$
1022B07	Helper	\$
1022B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1022B09	Principal	\$
1022B11	Site Foreman/Superintendent	\$
1022B12	Lead Technician	\$
1022B13	Installer Level 2	\$
1022B14	Installer Level 1	\$
1022B15	Helper	\$
1022B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1022B17	Principal	\$
1022B19	Site Foreman/Superintendent	\$
1022B20	Lead Technician	\$
1022B21	Installer Level 2	\$
1022B22	Installer Level 1	\$
1022B23	Helper	\$
1022B24	CADD Operator	\$
	Non-Standard Time	
1022B25	Principal	\$
1022B27	Site Foreman/Superintendent	\$
1022B28	Lead Technician	\$
1022B29	Installer Level 2	\$
1022B30	Installer Level 1	\$
1022B31	Helper	\$
1022B32	CADD Operator	\$

B.1.2 - LABOR PRICING SCHEDULE**Schedule B.1.2.3 - Cabling Installation & Maintenance, Primary Vendor (Facility Not Provided)**

For requirements, reference Definitions of Labor Categories

Period of Performance: **Option 2 (2 years)**

CLIN	Service Description	Recurring Cost/Hr
	Day Shift (7:00 AM - 3:00 PM)	
1023B01	Principal	\$
1023B03	Site Foreman/Superintendent	\$
1023B04	Lead Technician	\$
1023B05	Installer Level 2	\$
1023B06	Installer Level 1	\$
1023B07	Helper	\$
1023B08	CADD Operator	\$
	Evening Shift (3:00 PM - 11:00 PM)	
1023B09	Principal	\$
1023B11	Site Foreman/Superintendent	\$
1023B12	Lead Technician	\$
1023B13	Installer Level 2	\$
1023B14	Installer Level 1	\$
1023B15	Helper	\$
1023B16	CADD Operator	\$
	Night Shift (11:00 PM - 7:00 AM)	
1023B17	Principal	\$
1023B19	Site Foreman/Superintendent	\$
1023B20	Lead Technician	\$
1023B21	Installer Level 2	\$
1023B22	Installer Level 1	\$
1023B23	Helper	\$
1023B24	CADD Operator	\$
	Non-Standard Time	
1023B25	Principal	\$
1023B27	Site Foreman/Superintendent	\$
1023B28	Lead Technician	\$
1023B29	Installer Level 2	\$
1023B30	Installer Level 1	\$
1023B31	Helper	\$
1023B32	CADD Operator	\$

[illegible]

Schedule B.2.2 – Materials Pricing Schedule – Secondary Vendor (Facility Not Provided)

Completion of B.2.2 Materials Pricing Schedule shall constitute the Offeror's price proposal.

[illegible]

[illegible]

Cabling Installation & Maintenance

Questions 1–67 were received in advance, and questions 68–85 were submitted from the floor at the Pre-Proposal Conference (12/17/04); all were answered at the conference.

1- There were numerous questions concerning the background of current contracts.

Answer: There are two: Volt Telecom Group and Avaya Communications. Contracts with Volt total approximately \$8M over four years; the current contract expires on 8/31/05. Similar work (only a small portion of a broader contract) with Avaya is estimated at \$100K. The separate contracts with Volt and Avaya are **not** indicative of a primary/secondary relationship described in the instant solicitation.

2- Attachment J.1 (Schedule B.1.1.1) Is it possible to received the labor pricing schedule for the Primary Vendor and the Secondary Vendor for the Base contract that was awarded?

Answer: No. There is no current primary and secondary vendor as described in this solicitation, and the details of House contracts will not be released.

3- The solicitation is specific for technical field personnel holding current BICSI and SYSTIMAX Certifications. Can the House provide historic (past two years) or outlook (projected 2 years) information as it specifically pertains to the total number of daily on-site technicians supporting (a) MAC work, (b) tasks or (c) project work?

Answer: MACD work has tended to require 3-6 technicians daily, and task/project work has required up to 20 technicians daily, but note that tasks/projects are not necessarily continuous based on the House schedule and other factors.

4- How many shifts run currently during the normal business day?

Answer: One (during normal business hours), but note that the practice has been two 10-hour shifts per day.

5- How is a current shift staffed for move, adds, changes and deletions (MACD) during the normal business day?

Answer: Shifts are staffed with a site foreman, administrative assistant, two lead technicians and up to four installer-level technicians.

6- Can they quantify the number of task orders that they anticipate (or has been worked in the past) for a designated timeframe? This will help with staffing numbers.

Answer: Assuming “they” is the House, typically there have been 20 or so task orders per year, but they vary in complexity, and the contractor must have flexible staffing resources depending on particular task orders.

7- Will there be a blanket Task Order to cover the minimum on-site support for the Primary Vendor? If so, how soon after award will this be issued to allow for staffing ramp-up?

Answer: No. See previous answer for background on staffing. The schedule provides two to three weeks for ramp-up after notice of award.

8- Will the offeror be allowed access for their company intranet access to allow for procurement initiations, etc.?

Answer: The Offeror will be allowed to access their intranet via the House internet connection as long as the Offeror's intranet uses Port 80 or Port 443. Also refer to the HISPOLs on the House Web site. The House may be able to provide a Point-to-Point link.

9- There were numerous questions whether the award could be set-aside.

Answer: House procurement policy promotes maximum competition and equal opportunity for all contractors, therefore does not participate in preference programs.

10- Does the primary offerer need to have an established GSA schedule for these services in order to bid?

Answer: No, this is a full-and-open competition.

11- Can a contractor prime the subject RFP and also sub-contract on another prime submission?

Answer: Yes, dual proposals are permitted, but note that subcontracting is limited to 20% (H.24).

12- Is the use of sub-contractors allowed under this contract?

Answer: Yes, up to 20% (H.24).

13- Can the Government advise if this solicitation is limited to the NAICS code shown, or is it "open" with small business NAICS code available?

Answer: It is open to all responsible firms. (NAICS code is a forced choice required for posting on FedBizOpps, and may be disregarded.)

14- Will the Davis-Bacon Act be applicable to wage determination schedule in this RFP?

Answer: This determination should be made by potential contractors and their counsel.

15- Does the McNamara-O'Hare Service Contract Act (SCA) apply to this solicitation?

Answer: This determination should be made by potential contractors and their counsel.

16- Would HIR consider an extension to the January 11, 2005 due date for proposals?

Answer: Extension is not anticipated at this time; the six-week interval seems sufficient.

17- Section B: Will a bill of materials with Systimax part numbers be provided to meet the specifications listed in Attachment J.3 Project Manual to complete the Materials Pricing Schedule B.2.1 & B.2.2? A defined bill of materials will make it easier to evaluate and compare all the vendors pricing.

Answer: No. As described in Section B.1 the Offeror is required to read through the project manual and compile a materials list. The Offerors should then complete Schedule B.2.1 and B.2.2 with materials and components price list for all referenced and implied materials and components, as well as any reasonably assumed or anticipated accessories or additional materials to be utilized in the performance of this contract. The list is not limited to the two pages provided in the solicitation; additional pages should be copied as necessary. (The comprehensiveness of the Bill of Materials will be a strong indicator of understanding the requirements.)

18- Could you please explain the order and numbering system to be used for the CLINs on the Materials Pricing Schedule B.2.1?

Answer: The materials to be presented by the Offeror in Schedule's B.2.1 and B.2.2 should be ordered as presented in the Project Manual. The CLINs for Schedule B.2.1 should be numbered as follows 201B01, 201B02, 201BXX. The CLINs for Schedule B.2.2 should be numbered as follows 202B01, 202B02, 202BXX.

19- Page 3 Section B.1 Contract Pricing Overview. Does the upgrading of work orders require the contractor to purchase additional software?

Answer: The House understands this question to relate to **updating** work orders, and in that context the answer is no. The House Remedy system will be provided.

20- Page 3 Section B.1, Insurance Costs are specified as at the cost of the Contractor. Elsewhere it states that Bonds may be required. Is the cost of a maintenance bond to be recovered via margins on labor and materials or will it be recoverable as a separate line item? What's a "maintenance" bond?

Answer: Bonds are not required.

21- Page 5 Section B.1, HIR indicates it will not reimburse Contractor for freight or storage costs. Is this statement made since it is presumed that freight and storage are included in the worksheet price list?

Answer: Yes.

22- Page 5 Section B.1, HIR indicates it will not reimburse Contractor for expediting charges if inventory is below agreed upon levels. Is there a provision for circumstances where non-availability is due to circumstances beyond the control of the contractor and therefore extraordinary measures are required?

Answer: The House would consider extraordinary circumstances on a case-by-case basis.

23- Section C: Are all the CAO, HIR facilities within Washington, DC for this contract?

Answer: Yes, within the Metropolitan area (75 mile radius). Refer to F.6 and H.15

24- Page 12 Section F.5 Payment for non-performance. Will the contractor have an opportunity to accept a completion date requested on a statement of work before assessed liquidated damages for not meeting a date?

Answer: Task Order schedules will be established by mutual agreement within performance parameters of the contract.

25- Please clarify HIR's understanding of the following sentence included in Section F.7b, "No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House." This statement seems to conflict with Section I.8 HC.9.012 TERMINATION, page 27, where it states contractor is eligible for out of pocket and work performed costs.

Answer: A Termination for Convenience would encompass a mutually agreeable settlement for costs incurred under Task Orders.

26- Section G.2 INVOICES, it states that HIR is exempt from the prompt payment act. What are the anticipated net payment terms to contractors?

Answer: The House payment practice is typically net-30 days. The cycle can be shorter in consideration for prompt payment discounts.

27- Page 14) Section G.2 Invoices. What are the payment terms on invoices?

Answer: Net-30 days unless negotiated sooner on the basis of prompt payment discount.

28- Page 14 Section G.2 Invoices. How are Purchase Orders issued?

Answer: Purchase orders may be issued to fund a number of (smaller) Task Orders. Larger Task Orders may be issued and funded directly. Task Orders will be issued on the basis of quotes, which will be based on the instant requirements identified in statements of work. Orders may be transmitted via email and facsimile. (G.14)

29- Section G.2 INVOICES, it states that HIR is Federal, State and Local tax exempt. Will this tax-exempt status be conveyed to the contractor in the body of the contract or other means such that the Contractor can avoid paying these un-reimbursable taxes?

Answer: The House is tax exempt by statute, and clause G.2 will be replicated in the contract. A form letter can typically be provided extending this status to contractors in respect of materials provided in the performance of the contract

30- Invoice cut-off dates, are they to be for all hours worked through the end of the calendar month or can they be for specific sets of time as cut-off by the offerors corporate calendar?

Answer: Most task orders will be of short duration (less than one month), and payment will be made upon completion and acceptance. Partial payments may be made for longer-term projects on a case-by-case basis.

31- Page 16 Section G.7 Authorized Contractor Representative. Is the "Program Manager" referenced in this section the same as the "Project Manager" mentioned elsewhere in the RFP?

Answer: Yes.

32- Page 17 Section G.8.Key Personnel. The RFP states that changes to key personnel must have 30 days notice, would there be a fine if less time is given? As in the example of someone giving two weeks notice?

Answer: No

33- Page 19 Section G.15 Financial Credits. There are two subsections (4). Is the second subsection (4) referring to not reporting that a badge has been lost or stolen?

Answer: Should have read –

(4) The Contractor failed to submit timely and complete weekly Performance Summary Reports.

- Contractor will provide a hard set credit of \$1000 on next submitted invoice

34- The FINANCIAL CREDITS listed in Section G.15 seem to overlap some of the non-performance penalties listed in Section F.5. In addition, some of the criteria to determine when

financial credits are to be assessed are vague and undefined (i.e., direction for HIR or AOC). Please provide clarification on HIR's understanding of how the financial credits will be applied and how they relate to the non-performance penalties listed in Section F.5.

[Answer: Credits are intended as consideration for the House waiving requirements and accepting a less-than-required performance level. Non-performance penalty would be applicable in case of default.](#)

35- Can you please explain how G.15 Financial Credits relates to F.5 Payment for Non-Performance, could it be that if you were late on a task order that you could be liable for 10% of the overall work order value, plus 1% of the task order value for every day late plus a 15% admin fee.

[Answer: See previous answer. The 1% daily late fee and 15% administrative fee are meant to be applicable in case of termination for default and the need to reprocur the services required.](#)

36- Section H: The CAD is required in Microstation J. Will the software be provided to the primary vendor?

[Answer: No. The vendor will be responsible for providing their own copy and license of the software.](#)

37- H.2 Identification Badges, if an id badge is lost or stolen, is the contractor liable for both a \$1000 penalty plus the cost of replacing the badge?

[Answer: No. There is no cost for badges.](#)

38- Is there a requirement for employees to have clearances?

[Answer: No, but see Sections H.2 and H.3.](#)

39- Page 21 Section H.7 WARRANTY, Existing equipment is to be inspected and repaired. The contractor is expected to warranty labor and workmanship on all refurbishment of existing equipment, components, or materials. What are the rules for a piece of equipment being scrapped?

[Answer: There are no formal rules, each situation will be evaluated on a case-by-case basis.](#)

40- The RFP documents states that a SYSTIMAX (20) year warranty is required for HIR installs. SYSTIMAX will only provide such warranties for SYSTIMAX Value Added Re-sellers (VAR's). Are the offerors required to be SYSTIMAX VAR's at the time of proposal and if so, what weight will it carry in the award criteria?

[Answer: Yes, it is a mandatory requirement \(H.7\). See certification in Section K.](#)

41- Will HIR accept other manufacturer's warranties in lieu of the SYSTIMAX (i.e. AMP, Ortronics, Hubbell or Panduit)?

[Answer: No. \(H.7\).](#)

42- Are other products that meet Systimax performance parameters and characteristics (Systimax or equivalent) acceptable? Reference:

- a. Section 017000, Part 1: Paragraph 1.2.B.1 specifies a 20-year Systimax warranty, where applicable. Paragraph 1.2.C.2 advises that other warranties must be at least 10 years in length.
- b. Section 270000, Part 1, Paragraph 1.1.D: Contractors are to provide a complete Systimax Structured Cabling System.
- c. Section 271300, Part 2, Paragraph 2.2.B.5. Requires that fiber optic cable be guaranteed to support Systimax performance specifications.
- d. Section 271300, Part 2, Paragraph 2.2.B.8.b: Products must be Systimax or accepted substitute, per Section 016000.
- e. Section 016000, Part 1, Paragraph 1.6.A: Substitution Request Forms must be submitted within 30 days after contract award.

Answer: Yes, but only under rare exceptions approved by the COR. See Section H.7.

43- Page 22 Section H.15 Out of Town Travel. Under what circumstances would out of town travel be required?

Answer: The vendor may be required to provide services in the event of an extreme emergency, and if ordered, the contractor would be reimbursed in accordance with the Federal Travel Regulations.

44- Page 23 Section H.19 Technology Refresh. What is technology refreshment?

Answer: Clause H.19 allows the House to keep current with new technology offerings. It also allows the vendor to propose new technologies and improved pricing and other terms within the scope of the contract as they become available.

45- Section H.20: Describe the certification process from the HIR Information Systems Security?

Answer: The certification refers to when a vendor provides an onsite server for file sharing or data backup. Any device connecting to the House network will be scanned for viruses and security flaws. Refer to HISPOLs, which are posted to the House Web site.

46- Page 28 Section HC.9.019 BUY AMERICAN, it requires that the composition of a product be 50% US growth and manufacture. Many IT products (many with US brand names) are manufactured overseas at substantially equal quality and cheaper prices. What actions need to be taken to use these best value products?

Answer: Complete Section K.12.

47- H.23 Critical service Tasks, What is the timeframe to respond to a critical service task, and are there any penalties associated with it if the task is not completed in a certain timeframe.

Answer: Time frame to respond is two hours. Task order completion will be based on best effort and no penalty will apply for delay.

48- Could you please tell me how to find definitions of the standard clauses listed in a solicitation, e.g., Section K Reps and Certs (HC.11.002, HC.11.003, HC.11.004, etc.).

Answer: The House has no "definitions" for clauses, and while many are "House standard" (some of which are similar to FAR clauses), many are customized for this RFP so you really need to read and understand them and assume nothing.

49- There were numerous questions regarding Reps and Certs Section K.3 HC.11.003 INSURANCE INFORMATION.

Answer: This clause appeared erroneously and is hereby deleted. Insurance information is not required

50- Page 30 Section K.4 COMPANY BACKGROUND Sub-section g. What is required for Current staffing document?

Answer: The House was looking for a table of pertinent positions (labor categories) and the number of current staff in each (as an indicator of depth and performance capability).

51- Section L: Concerning our proposal response, is there a length limitation for each section? Is there a maximum page number for each binder?

Answer: No, proposals should be sufficient to demonstrate current capabilities but succinct. Note caution regarding “puffery” and extravagant presentations.

52- Page 33 Section L.1 Content of Proposals. Is there a required format for the resumes?

Answer: The House does not use a specific format.

53- Item 9 of the SOA [SAO] indicates that offerors should submit one original and five copies of the proposal; Section L.2 (page 35) specifies five original hard copies and one electronic copy on a CD. Are Offerors required to submit one original, five hard copies, and one CD?

Answer: Yes.

54- Are the Offerors required to submit with the proposal the Phase in Provisions and Phase Out Provisions discussed in RFP SECTION H – SPECIAL CONTRACT REQUIREMENTS, under Section H.21 PHASE IN PROVISIONS and Section H.22 PHASE OUT PROVISIONS?

Answer: Yes

55- Section M (HC.13.001): Concerning the evaluations factors 1-5 listed, please provide the weight (%) of each factor listed.

Answer: Refer to Section M for evaluation factors listed in descending order of weight.

56- What discriminators will determine who is selected for Primary versus Secondary status?

Answer: Refer to Section M for evaluation factors. All offerors will be evaluated based on their capabilities to perform as the Primary Vendor.

57- Who are the members of the evaluation team to review all the proposal responses? What are the types of personnel who will evaluate these proposal responses?

Answer: The evaluation team consists primarily of HIR Communications (technical and managerial) staff plus an advisor from the Office of Procurement and other advisors as needed. (To amplify the source selection process, it is guided by a formal document, and the evaluation team’s recommendation(s) will be reviewed by the Contract Administrator, Procurement Director, Contracting Officer, Administrative Counsel, Chief Administrative Officer and ultimately approved by the Committee on House Administration.)

58- Attachment J.1. Will the Projects Manager's time be billable against the contract in the performance of his/her administrative duties or is this time to be part of overhead? Same question for the site Forman/Superintendent.

Answer: The House expects the Project Manager's time to be included in overhead and not separately priced. The following CLINs are hereby deleted: 1011B02, B10, B18, B26; 1012B02, B10, B18, B26; 1013B02, B10, B18, B26; 1021B02, B10, B18, B26; 1022B02, B10, B18, B26; 1023B02, B10, B18, B26. The Foreman/Superintendent's time is separately billable.

59- Attachment J.1. What will be the staffing level required on a daily basis?

Answer: Offerors should propose their staffing approach to performing the contract requirements.

60- Attachment J.1. What provisions are there for billing the time of a person performing warehouse functions?

Answer: Warehousing is considered to be a cost of doing business and should be factored into overhead.

61- Footnote 2 on Attachment J.1, Labor Pricing Schedule, states that resumes and photocopies of pertinent certifications or verifiable certification ID numbers must be submitted with the RFP response for all "required" Labor Categories. Are the "required" Labor Categories limited to those identified in Section G.8 namely Principal, Project Manager, Site Foreman and Authorized Contractor Representative?

Answer: Resumes are required only for the Key Personnel cited, but certifications are required for all personnel deployed on the contract.

62- Specific to Attachment J.1, Labor pricing Schedule, Labor Categories / Descriptions, as follows: The requirements to be met for consideration of the RFP defines "Class A through D", item C. Class C – unless stated otherwise, of all Class C employees to be utilized for this project, (1) 75% of personnel must be BICSI certified as stated above and or 50% of personnel Installer Level 2 and above must be SYSTIMAX certifies. How is this to be interpreted, by example the company has 100 field technicians in Northern Virginia;

- a) Is the House looking for the applicable percentages to be applied to all field service personnel company wide or strictly those assigned to the services under the IDIQ
- b) Are there any composite crew restrictions, by example the number of helpers / apprentices to the Level 1 or Lead(s)?

Answer: a) The percentages apply to those deployed on the contract. b) No, but see Section L.1 for proposed staffing requirements.

63- Under Attachment J3, Section 011000, Part 1, Paragraph 1.6.B.2: HIR will arrange for delivery of manufacturer's warranties and bonds. Can you define the warranties that HIR will deliver?

Answer: HIR will pass through any warranties obtained.

64- There were numerous questions concerning bonds.

Answer: Bonds are not required, and all references to bonds should be deleted.

65- Attachment J3, Section 013300, Part 1, Paragraph 1.7.B.5: CAD files are currently in MicroStation J format and HIR will not be responsible the integrity of data, form of translation or errors in translation. Does this mean that HIR would like to transition from MicroStation to another software solution? What software solution does HIR desire for CAD-type drawings and files?

Answer: No, Microstation J is the format required. Contractor must notify HIR in cases of discrepancies in data.

66- Attachment J.3. Section 271700 Part 2.3 UTP Copper test equipment. The bid calls for a Fluke DTX1800, would any other test equipment be acceptable?

Answer: No. At this time the House has a minimum requirement of the DTX1800 and substitutions are not permitted. Additionally, the House has standardized on the output of the Fluke and uses the Linkware software for analysis.

67- Under Attachment J.8, Project Management Table, Key Personnel item 3, asks if the offeror will give the House Right of First Refusal for all personnel and proposed subcontractors intended for utilization on the project. It is assumed that this statement is meant to approve employees / subcontractors for performance at the site and not for HIR to hire the employees/subcontractors directly. Please confirm or clarify.

Answer: The House confirms the context of approving contractor key personnel and not for purposes of House employment. "Right of First Refusal" should read "right of approval." Note that the House reserves the right to request removal/replacement of **any** contractor personnel.

68- Must the CAD work be performed on site?

Answer: Yes.

69- In lieu of limiting subcontracting to 20% of each task order, will HIR accept a limitation of 20% on subcontracting in any quarter or fiscal year?

Answer: No. (That would require additional administrative effort and costs.)

70- Will individual task orders be issued solely for large pair count copper or fiber cables either intrabuilding or interbuilding? Or will those type[s] of installations be competed between the selected vendors.

Answer: It is intended that the MACD work and smaller task orders (<\$25,000) will be performed by the primary contractor, and the larger task orders (>\$25,000) will be competed among the primary and secondary contractors.

71- Can the contractor get the SYSTIMAX certification after receiving the contract?

Answer: Offerors must have certification at time of submittal. (Note requirement for demonstrated prior performance.)

72- SYSTIMAX certification is not required to buy SYSTIMAX products. Why must the contractor [be] SYSTIMAX certified?

Answer: The House requires certification for warranty purposes.

73- With respect to Technology Refresh: If the offeror can show a better solution other than SYSTIMAX, will that be accepted?

Answer: The House will take technology refresh under advisement, but the House requires SYSTIMAX.

74- Why are SYSTIMAX certifications required if there is an equivalent solution that meets or exceeds its specifications? And is recognized by BICSI? Same question applied to warranty, VAR, installers, etc.? And materials?

Answer: The House requires certification to maintain warranties on the existing infrastructure, and SYSTIMAX is required for compatibility purposes.

75- Just to clarify – DTX1200 is not an acceptable tester? It uses Linkware and is a similar model?

Answer: The DTX1200 is **not** an acceptable tester. The House uses DTX1800 as standard.

76- How are materials not on submittal list going to be paid for? Despite best efforts to capture everything some items may be missed.

Answer: Offeror needs to submit a complete list of all materials required. (This will be an indicator of understanding of the House requirements and well as past performance on similar contracts.) Technology Refresh and Options clauses provide opportunities for adjustments.

77- Will contractor be reimbursed for excessive cost increases due to commodity price fluctuations?

Answer: The Options clause provides opportunities for price adjustments of materials due to extraordinary circumstances, which should be correlated to pertinent indexes. (Prices can be lowered at any time.)

78- What should we do when we come across abandoned cable or have abandoned cable due to our MACD or tasks?

Answer: Notify COR, tag, and then remove them per NEC.

79- Who is responsible for evaluating and accepting our work?

Answer. Ultimately the COR, but note the requirement for a Quality Assurance Plan, self-inspection, etc.

80- Is the AOC responsible for raceways or are we?

Answer: The AOC. Note “raceways” includes conduit, cable trays, J-Hooks and similar conveyances.

81- Do you have any projects or tasks planned in 05 and 06?

Answer: Yes, previously-issued task orders are being performed, and note that the current contract provides for the issuance of additional task orders through the expiration date of August 31, 2005.

82- Can the sheets we need to fill out for the RFP be available electronically?

Answer: Yes, they will be distributed (probably MS/Word format) with the Amendment.

83- Do we need to submit the full proposal process to be considered as a sub-contractor?

Answer: What primes require of their subcontractors is up to them. Only proposals from prime contractors will be considered by the House. (Recall 20% limitation on subcontracting.)

84- Will the winning vendors be published on the HIR Website?

Answer: The House does not post awards on its Web site. All interested parties will be notified of awards, and all offerors will have the opportunity of debriefing upon request.

85- Is a copy of the sign-in sheet available?

Answer: The list of conference registrants will be published with the Amendment.

Welcome to the House -- Initial Name and correct/update any data

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